COMPUTERIZED BUSINESS APPLICATIONS
Curriculum Content Frameworks

> **Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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Curriculum Content Frameworks

COMPUTERIZED BUSINESS APPLICATIONS

Grade Levels: 9, 10, 11, 12	Prerequisite: Keyboarding
Course Code: 492120	

Course Description: Computerized Business Applications is a two-semester course designed to prepare students with an introduction to business applications that are necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, telecommunications, presentation, and Web page design.

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Unit 1: Hardware and Software
Hours: 5

Terminology: Central Processing Unit (CPU), Input device, Logging on, Memory, Operating system, Output device, Save, Save as, Storage device, System software

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.1 Define terminology related to hardware and software	1.1.1 Apply terminology related to hardware and software	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
			Writing	Uses technical words and symbols [1.6.20]
1.2 Identify hardware components of a computer system	1.2.1 Label and define hardware components of a computer system	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	1.2.2 Explain the care and handling of disks		Writing	Uses technical words and symbols [1.6.20]
	1.2.3 Analyze criteria for purchasing a computer system	Thinking	Problem Solving	Comprehends ideas and concepts related to care and handling of disks [4.4.1]
	1.2.4 Explain how to boot the somputer system -- proper procedures for starting and shutting down			Identifies possible reasons for problems [4.4.6]
			Reasoning	Comprehends ideas and concepts related to hardware components [4.5.2]
	1.2.5 Explore new technology		Seeing Things in the Mind's Eye	Visualizes a system's operation from schematics [4.6.3]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.3 Identify operating system software	1.3.1 Discuss operating system with emphasis on your specific system 1.3.2 Use operating system for various functions and applications (e.g., format disk, disk copy, directory, maximize, minimize, etc.)	Foundation Personal Management Thinking	Listening Integrity/Honesty/ Work Ethics Reasoning	Evaluates oral information/presentation [1.2.2] Communicates a thought, idea, or fact in spoken form [1.5.5] Describes/Explains significance of integrity, honesty, and work ethics [3.2.4] Follows estabilshed rules, regulations, and policies [3.2.5] Applies rules and principles to a new situation [4.5.1] Comprehends ideas and concepts related to DOS-based and Windows-based environments [4.5.2] Sees relationship between two or more ideas, objects, or situations [4.5.5]
1.4 Identify application software	1.4.1 Discuss types of application software	Foundation Thinking	Listening Reasoning	Communicates a thought, idea, or fact in spoken form [1.5.5] Comprehends ideas and concepts related to DOS-based and Windows-based environments [4.5.2]
1.5 Review file management features	1.5.1 Create a folder and document 1.5.2 Move and copy a folder 1.5.3 Rename or delete folder	Foundation Thinking	Listening Reasoning	Evaluates oral information/presentation [1.2.2] Applies rules and principles to a new situation [4.5.1] Sees relationship between two or more ideas, objects, or situations [4.5.5]

Unit 2: Word Processing
Hours: 40

Terminology: Alignment, Bullets & numbering, Clip art, Columns, Copy & paste, Cut & paste, Desktop publishing, Document, Drag & drop, Edit, File type, Find & replace, Font, Format, Graphics, Header & footer, Indent, Line spacing, Margins, Merge, Page break, Point size, Retrieve, Sort, Table, Template, Thesaurus, Word processing, Word wrap, Word/Text art

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
2.1 Define terminology related to word processing	2.1.1 Apply terminology related to creating a word processing document	Foundation	Listening	Listens to follow directions [1.2.6]
			Writing	Composes and creates documents -- letters, manuals, reports, proposals, graphs, flow charts, etc. [1.6.8]
				Produces neat, legible documents from computer [1.6.15]
		Personal Management	Responsibility	Pays close attention to details [3.4.8]
		Thinking	Seeing Things in the Mind's Eye	Organizes and processes images -- symbols, pictures, graphs, objects, etc. [4.6.2]
				Visualizes a finished product [4.6.4]
2.2 Design and create one-page and multipage documents	2.2.1 Review business document formats, i.e., letter, memo, report, and tables	Foundation	Listening	Evaluates oral information/presentation [1.2.2]
	2.2.2 Key, format, and save a document		Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	2.2.3 Retrieve, edit, and print a document	Thinking	Creative Thinking	Creates new design by applying specified criteria [4.1.3]
	2.2.4 Use advanced features			
2.3 Explain desktop publishing and the types of hardware and software used	2.3.1 Demonstrate desktop publishing techniques	Foundation	Listening	Evaluates oral information/presentation [1.2.2]
	2.3.2 Discuss types of hardware and software required		Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	2.3.3 Create a document using clip art, graphics, etc.			

Unit 3: Spreadsheet
Hours: 45

Terminology: Absolute cell reference, Active cell, Alignment, Argument, Autosum, Cell, Chart, Column, Fill, Format, Formula, Freeze, Function, Label, Operator, Range, Relative cell reference, Row, Sort, Spreadsheet, Value, What-if analysis, Workbook, Worksheet

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
3.1	Define terminology related to spreadsheets	3.1.1 Apply terminology related to spreadsheets	Foundation	Writing	Comprehends written information, and applies it to a task [1.3.8]
3.2	Explain spreadsheets	3.2.1 Load/Access program, view and discuss various options	Foundation	Listening	Comprehends ideas and concepts related to spreadsheets [1.2.1]
				Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
3.3	Create a spreadsheet	3.3.1 Key and save a spreadsheet	Foundation	Arithmetic/ Mathematics	Computes using a formula [1.1.14]
		3.3.2 Retrieve and edit a spreadsheet			Operates technical equipment to reach mathematical conclusions [1.1.30]
		3.3.3 Format and print a spreadsheet			
		3.3.4 Use mathematical functions and formulas, including absolute and relative cell references and what-if analysis			Uses computer in mathematical applications -- information processing, problem solving [1.1.38]
				Listening	Comprehends ideas and concepts related to spreadsheets [1.2.1]
				Reading	Comprehends written information, and applies it to a task [1.3.8]
			Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
3.4	Create chart from a spreadsheet	3.4.1 Key and save a chart 3.4.2 Retrieve and edit a chart 3.4.3 Format and print charts/graphs from spreadsheet	Foundation Personal Management Thinking	Arithmetic/ Mathematics Listening Responsibility Decision Making	Computes using a formula [1.1.14] Listens to follow directions [1.2.6] Comprehends ideas and concepts related to spreadsheets [3.4.2] Evaluates information/data to make best decision [4.2.5]
3.5	Perform mathematical calculations using spreadsheet software	3.5.1 Use mathematical functions and formulas, including absolute and relative cell references and what-if analysis	Foundation	Arithmetic/ Mathematics	Computes using a formula [1.1.14] Creates tables, graphs, diagrams, and charts to convey quantitative information [1.1.18] Demonstrates mathematical calculations [1.1.19] Operates technical equipment to reach mathematical conclusions [1.1.30] Uses computer in mathematical applications -- information processing, problem solving [1.1.38]

Unit 4: Databases
Hours: 25

Terminology: Ascending sort, Database, Database management system, Database structure, Data type, Descending, Field, Field name, Form, Primary key, Query, Record, Report, Table

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
4.1	Define terminology related to databases	4.1.1 Apply terminology to create a database document	Foundation	Listening	Comprehends ideas and concepts related to a database [1.2.1]
				Reading	Comprehends written information, and applies it to a task [1.3.8]
			Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
4.2	Explain database management systems	4.2.1 Load/Access program, view and discuss various options	Foundation	Reading	Comprehends written information, and applies it to a task [1.3.8]
			Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
4.3	Define a database file	4.3.1 Create a database 4.3.2 Design a table 4.3.3 Key data within a table	Foundation	Writing	Composes and creates documents -- letters, manuals, reports, proposals, graphs, flow charts [1.6.8] Organizes information in an appropriate format [1.6.10] Records data [1.6.16]
			Personal Management	Reasoning	Comprehends ideas and concepts related to a database [3.4.2]
			Thinking	Problem Solving	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]

| CAREER and TECHNICAL SKILLS | | | ACADEMIC and WORKPLACE SKILLS | | |
| What the Student Should be Able to Do | | | What the Instruction Should Reinforce | | |
Knowledge		Application	Skill Group	Skill	Description
4.4	Identify a primary key	4.4.1 Determine a primary key within a table	Foundation	Writing	Organizes information in an appropriate format [1.6.10]
			Personal Management	Reasoning	Comprehends ideas and concepts related to a database [3.4.2]
			Thinking	Problem Solving	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
4.5	Create a query	4.5.1 Run a query using a database	Foundation	Writing	Organizes information in an appropriate format [1.6.10]
			Personal Management	Responsibility	Comprehends ideas and concepts related to a database [3.4.2]
			Thinking	Problem Solving	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
4.6	Create form	4.6.1 Generate a form using a database	Foundation	Writing	Organizes information in an appropriate format [1.6.10]
			Personal Management	Responsibility	Comprehends ideas and concepts related to forms [3.4.2]
			Thinking	Problem Solving	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
4.7	Create a report	4.7.1 Design a report using a database	Foundation	Writing	Organizes information in an appropriate format [1.6.10]
			Personal Management	Responsibility	Comprehends ideas and concepts related to reports [3.4.2]
			Thinking	Problem Solving	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]

Unit 5: Presentations
Hours: 20

Terminology: Animation, Design template, Handouts, Hyperlink, Normal view, Organizational chart, Outline view, Pack and go, Placeholders, Presentation, Slide master, Slide show view, Slide/sorter view, Timing, Transition

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
5.1	Define terminology related to presentation software	5.1.1 Use terminology related to presentation software	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
			Thinking	Reasoning	Comprehends ideas and concepts related to basic features of presentation software [4.5.2]

Sees relationship between two or more ideas, objects, or situations [4.5.5] |
| 5.2 | Create a presentation | 5.2.1 Plan, format, and deliver a presentation, including transitions, graphics, and animations | Thinking | Creative Thinking | Combines ideas or information in a new way [4.1.2]

Creates a new design by applying specified criteria [4.1.3]

Develops visual aids to create audience interest [4.1.4] |
| 5.3 | Print a presentation | 5.3.1 Use various print options, i.e., slides, handouts, notes, outlines | Foundation | Writing | Composes and creates documents -- letters, manuals, reports, proposals, graphs, flow charts [1.6.8]

Organizes information in an appropriate format [1.6.10] |
| | | | Thinking | Creative Thinking | Develops visual aids to create audience interest [4.1.4] |

Unit 6: Integrating of Software
Hours: 5

Terminology: Destination file, Embedded file, Integration, Linking, Source file

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
6.1	Define terminology related to integrating software	6.1.1 Use terminology related to integrating software	Foundation	Listening	Comprehends ideas and concepts related to integrated software [1.2.1]
				Reading	Comprehends written information, and applies it to a task [1.3.8]
			Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
6.2	Explain the process of integrating software	6.2.1 Analyze a product (i.e., merged letter) to determine most appropriate software combination(s)	Foundation	Writing	Communicates a thought, idea, or fact in written form [1.5.5]
			Thinking	Reasoning	Comprehends ideas and concepts related to basic features of integration software [4.5.2]
					Sees relationship between two or more ideas, objects, or situations [4.5.5]
6.3	Create an integrated product	6.3.1 Combine two different software applications (i.e., word processing with a spreadsheet) to produce a product (i.e., a report)	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
			Thinking	Knowing how to Learn	Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]

Unit 7: Web Features and Telecommunications
Hours: 5

Terminology: Distance learning, Electronic mail, Fax, Hacker, Home page, Hub, Hypertext Markup Language (HTML), Information Super Highway, Internet, Intranet, Local Area Network (LAN), Modem, Network, Online, Protocol, Snail mail, Telecommunications, Theme, Uniform Resource Locator (URL), Virus, World Wide Web (WWW)

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do		What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
7.1 Define terminology related to Web features and telecommunications	7.1.1 Use terminology associated with the Web and telecommunications	Foundation	Writing	Communicates a thought, idea, or fact in written form [1.5.5]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
7.2 Discuss procedures to create a Web page	7.2.1 Create a home page	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
	7.2.2 Create a title page			
	7.2.3 Use tables to organize information			Develops visual aids to create audience interest [4.1.4]
	7.2.4 Create bulleted lists and scrolling text		Seeing Things in the Mind's Eye	Organizes and processes images -- symbols, pictures, graphs, objects, etc. [4.6.2]
	7.2.5 Insert lines, pictures, clip art, and drawing objects			
	7.2.6 Create navigational links			Visualizes a finished product [4.6.4]
	7.2.7 Test Web page			

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
7.3	Define *electronic mail*	7.3.1 Access electronic mail to compose and send a message	Foundation	Listening	Comprehends ideas and concepts related to electronic mail [1.2.1]
		7.3.2 Send and open e-mail attachments	Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
7.4	Explain the Internet	7.4.1 Define terminology related to telecommunications	Foundation	Listening	Comprehends ideas and concepts related to the Internet [1.2.1]
		7.4.2 Access and explore available resources through the Internet	Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]

Glossary
Unit 1: Hardware and Software

1. Central Processing Unit (CPU) -- the principal computer hardware device that controls the speed and processing of a computer

2. Input device -- transports data into the computer

3. Logging on -- an operation performed to access a computer or network

4. Memory - hardware that stores computer processing instructions and information

5. Operating system -- the software that runs on a computer that is responsible for file management, disks, printers, peripherals, and the general operation of the computer system

6. Output device -- a device that allows the user to see or hear the information the computer compiles

7. Save -- the process of storing data on a disk

8. Save as -- allows the user to change the attributes of a file, such as location, file name, or file type

9. Storage device -- hardware that allows you to store information, such as a hard drive or floppy disk

10. System software -- software that controls the way computer parts work together

Unit 2: Word Processing

1. Alignment -- how text is positioned between the margins

2. Bullets and numbering -- a feature that allows the user to create bulleted or numbered paragraphs

3. Clip art -- pictures and drawings that can be inserted into a document

4. Columns -- appear vertically in a worksheet and are identified by letters at the top of the worksheet window

5. Copy and paste -- a method of copying text or a graphic; allows the user to place it in another location in a document

6. Cut and paste -- a method of moving text or a graphic; allows the user to place it in another location in a document

7. Desktop publishing -- using graphics and page design programs for publishing purposes

8. Document -- written or printed paper that contains information

9. Drag and drop -- a quick method for copying and moving text a short distance

10. Edit -- to add, delete, or modify text or other elements of a file

11. File type -- indicates the type of application that produced the document; i.e., Word documents end in **.doc** and Excel documents end in **.xls**

12. Find and replace -- a feature that scans a document and searches for occurrences of specified text, symbols, or formatting and replaces it with other specified text, symbols, or formatting

13. Font -- the appearance of a character distinguished by typeface and size

14. Format -- the way text appears on a page

15. Graphic -- a line, circle, or box that has been created, or an image or illustration that is imported into the publication

16. Header and footer -- the same text appearing at the top and bottom of every page or every other page in a document

17. Indent -- a feature that sets a temporary left, right, or left and right margin for paragraph text

18. Line spacing -- the height of a line of text, often measured in lines or points

19. Margins -- the distance between the edge of the text in the document and top, bottom, or side edges of the page

20. Merge -- a feature that combines a data document with a main document to mass produce personalized letters or other documents

21. Page break -- the location in a document where one page ends and another begins

22. Point size -- measures the height of characters; approximately 1/72 of an inch

23. Retrieve -- to get something back

24. Sort -- allows the user to rearrange the order of words or numbers in a list or records in a database

25. Table -- a series of columns and rows in which data is entered, formatted, and organized

26. Template -- a designed and formatted document on which new documents are based

27. Thesaurus -- a feature that provides the user with synonyms for selected words

28. Word processing -- a software application that uses a computer, printer, and software to create, edit, and print text-based documents, such as letters, reports, and memos

29. Word wrap -- a feature that automatically advances text to the next line without pressing the enter key

30. Word/Text art -- text created as a graphic image

Unit 3: Spreadsheet

1.   Absolute cell reference -- cell reference that does not adjust to the new cell location when copied or moved

2.   Active cell -- highlighted worksheet cell that is ready for data entry

3.   Alignment -- the way text is positioned between margins

4.   Argument -- value, cell reference, range, or text that acts as an operand in a function formula

5.   Autosum -- a function that automatically adds the values in the cells directly above or to the left of the active cell

6.   Cell -- the space formed by the intersection of a row and a column; the basic unit of a worksheet

7.   Chart -- a graphic representation of values and their relationships; used to identify trends and contrasts in data

8.   Column -- appears vertically in a worksheet and is identified by letters at the top of the worksheet window

9.   Fill -- copies data into the cell(s) adjacent to the original

10.   Format -- arranging the shape, size, type, and general makeup of a cell or document

11.   Formula -- equation that calculates a new value from values currently on a worksheet

12.   Freeze -- keeps row or column titles on the screen no matter where you scroll in the worksheet

13.   Function -- a built-in formula included in most spreadsheet programs that makes it easy for you to perform common calculations

14.   Label -- alphabetical or numeric text that will not be used in calculations

15.   Operator -- tells the software what to do with operands in a formula

16.   Range -- selected group of cells on a worksheet identified by the cell in the upper left corner and the cell in the lower right corner, separated by a colon

17.   Relative cell reference -- cell reference that adjusts to a new location when copied or moved

18.   Row -- appears horizontally in a worksheet and is identified by numbers on the left side of the worksheet window

19.   Sort -- arranging a list of words or numbers in ascending (A to Z) or descending (Z to A) order

20.   Spreadsheet -- grid of rows and columns containing numbers, text, and formulas; the purpose of a spreadsheet is to solve problems that involve numbers

21.   Value -- numeric characters that can be calculated in a spreadsheet

22.   What-if analysis -- technique by which you change certain conditions in a worksheet to see how the changes affect the results of your spreadsheet output

23.   Workbook -- a file made up of related worksheets

24.   Worksheet -- the workspace made up of columns and rows where you enter data to create an electronic spreadsheet

Unit 4: Databases

1. Ascending sort -- sort that arranges records from A to Z or smallest to largest

2. Database -- a collection of stored information, any or all of which is available for retrieval by electronic means; a collection of files containing specific information available to individual departments

3. Database management system -- any system for managing data

4. Database structure -- the arrangement of data to tables and fields

5. Data type -- specification that tells the database what kind of information can be stored in a field

6. Descending -- sort that arranges records from Z to A or largest to smallest

7. Field -- category of data that make up records

8. Field name -- name that identifies a field

9. Form -- a format that displays one record at a time; used to enter or update data

10. Primary key -- in a database, a field that uniquely identifies each record in a table

11. Query -- a structured way to tell a database to retrieve data from one or more database tables that meet certain criteria

12. Record -- in a database, a record lists information about one person or one thing

13. Report -- in a database, objects that use data from tables and/or queries to create a presentation-quality printout

14. Table -- a form created with columns and rows

Unit 5: Presentations

1. Animation -- adding sound or special effects to the way text and objects move on and off a slide during a slide show

2. Design template -- prepared designs that can be applied to presentation slides that include patterns, formatting, and color schemes

3. Handouts -- print option that allows you to choose 2, 4, 6, or 9 slides per page and places a thumbnail, or small picture, of each slide on the page

4. Hyperlink -- a shortcut that allows you to jump to another location in another workbook, a file on your hard drive or network, or an Internet address

5. Normal view -- the default view in a presentation, which contains the slide pane, the outline pane, the task pane, and the notes pane

6. Organizational chart -- illustrates a company's hierarchy

7. Outline view -- a view in some word processors and presentation/graphic programs that displays text in an outline format

8. Pack and go -- a feature that compacts and compresses all presentation elements into a single compressed file that fits on a floppy disk

9. Placeholders -- in presentation, blank boxes that define the placement of text and other objects on a slide

10. Presentation -- an application that allows the user to create and save slides to use as slide shows

11. Slide master -- the template that provides the basic organization, formatting, and color schemes for the slides in a particular presentation

12. Slide show view -- runs your slides as they would appear during a presentation

13. Slide/sorter view -- a presentation/graphic program option that displays all slides simultaneously in miniature form

14. Timing -- the amount of time a slide remains in view before a slide show advances to the next slide; also used for animation effects to control when they occur

15 Transition -- a feature that can be applied in presentations to control the way slides move on and off the screen

Unit 6: Integrating of Software

1. Destination file -- the file that is the current file being edited and where the object will be placed

2. Embedded file -- a file that becomes part of the current file but is a separate object that can be edited using the application that created it

3. Integration -- the sharing or combining of data between applications

4. Linking -- placing a copy of an object or data in a destination file that will update when changes are made to the source file

5. Source file -- a file containing the information that will vary in each document

Unit 7: Web Features and Telecommunications

1. Distance learning -- the electronic transmission of lessons over geographical distances

2. Electronic mail -- the electronic preparation and sending of messages, documents, or images; the use of a computer network to send and receive messages

3. Fax -- a facsimile machine; the document generated by such a machine

4. Hacker -- a term used for a person who illegally tries to access and sometimes damage the files on a remote system, using telecommunications technology

5. Home page -- the first page of a Web site that contains general information as well as links to other related pages

6. Hub -- a central connecting device in a network that joins communications lines together in a star configuration

7. Hypertext Markup Language (HTML) -- the programming language used to write content for the World Wide Web

8. Information Super Highway -- *see Internet*

9. Internet -- a vast network of computers linked to one another

10. Intranet -- a company's private Web

11. Local Area Network (LAN) -- a computer network that covers a small area

12. Modem -- a device that lets your computer communicate through standard telephone lines for connection to the Internet, other modems, or communications devices

13. Network -- computers that are connected

14. Online -- connected and ready to receive and/or transmit data

15. Protocol -- the rules that must be observed for two electronic devices to communicate with each other

16. Snail mail -- United States Postal Service mail

17. Telecommunications -- communication between individual computer users, facilitated by the use of a computer, modem, and telephone line

18. Theme -- a format or design template for creating Web pages

19. Uniform Resource Locator (URL) -- Internet address that identifies hypertext documents

20. Virus -- a hidden, and often destructive, computer program that can infect or spread to other computer systems

21. World Wide Web (WWW) -- a subset of the Internet; a system of computers that share information by means of hypertext links